

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C-796

Page 1 of 1

Agency **HOWARD COUNTY GOVERNMENT**

Division/Unit **POLICE DEPARTMENT**

Item No.	Description	Retention
	<p>All electronic media records will be created and stored using a system that is in compliance with Comar 14.18.04. Permanent records will transferred to MSA on CD stored as "Tif" files with the retrieval software embedded on the CD.</p>	

Schedule Approved by Department, Agency, or
Division Representative

Date 11/8/99

Signature *Phyllis L. Pritchett*

Typed Name **Phyllis L. Pritchett**

Title **Records Management Officer**

Schedule Authorized by State Archivist

Date **DEC 3 1999**

Signature *Edward C. Papenfuss*

DEPARTMENT OF GENERAL SERVICES
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DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
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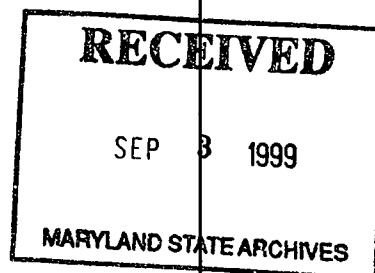
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Schedule Approved by Department, Agency, or
Division Representative

Date

Signature

Typed Name **Phyllis L. Pritchett**

Title **Records Management Officer**

Schedule Authorized by State Archivist

Date

DEC 3 1999

Signature

Edward C. Saperstein

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.
C-796

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Agency HOWARD COUNTY GOVERNMENT Division/Unit Police Department

Item
No.

Description

ALL RECORD ITEMS WITH A PERMANENT
RETENTION PERIOD WILL BE FORWARDED TO
MSA.

NOTE: All recommended retention periods for police records date from the creation of record material unless otherwise indicated. If the record is subject to audit and resolved audit questions remain at the expiration of the retention period, the records should be retained until all such questions have been resolved.

Schedule Approved by Department, Agency, or Division
Representative
Date: 11/27/99
Signature: [Signature]
Typed Name: Major Mark Paterni
Title:

Schedule Authorized by State Archivist

Date: DEC 3 1999

Signature: [Signature]

1	<p><u>ARREST/CRIMINAL HISTORY FILES (ADULT)</u> Informational file on each adult arrested by county police. In addition to a summary card or sheet, may also contain arrest reports, copies of offense reports, fingerprint cards, rap sheets, correspondence, court orders, copies of booking sheet or commitment cards, and other information pertinent to the arrest, incarceration, and disposition of each adult arrested.</p>	<p>a) Paper files on individuals arrested for misdemeanors - maintain at HCPD, until transferred to CD as soon as possible. Destroy paper copy after the successful transfer to CD has been verified and retain on CD 80 years after last contact with the department, then destroy.</p> <p>b) Paper files on individuals arrested for felonies - maintain at HCPD until transferred to CD as soon as possible. Destroy paper copy after the successful transfer to CD has been verified and retain on CD 80 years after last contact with the department then destroy.</p>
2	<p><u>ARREST/CRIMINAL HISTORY FILES (JUVENILE)</u> - Same as <u>ARREST/CRIMINAL HISTORY FILES (Item #1)</u>, except with reference to juvenile offenders.</p>	<p>Maintain at HCPD, until transferred to CD as soon as possible. Destroy paper copy after the successful transfer to CD has been verified. Maintain on CD until court ordered expunction or if no adult records, 40th birthday of the individual. If Adult record, hold until adult record is authorized for destruction.</p>

3	<u>ARREST PHOTOGRAPH (MUGSHOT)</u> - An arrest photograph is taken during the booking process and depicts a unique arrest number and date.	Maintain at HCPD until photo CD transfer is available. Destroy paper copy after the successful transfer to CD. CD may be destroyed 80 years after date of arrest.
4	<u>OFFENSE REPORTS</u> - Police officers write offense reports to document crimes and the results of their investigations. There are numerous forms used, depending on the type of investigation being conducted. SUCH AS: incident reports, continuation reports, supplemental reports, property reports, audio tapes-transcribed on paper, polygraph test results, photographs, towed vehicle reports, video tapes, institutional receipts, NCIC/MILES teletypes and messages.	Transfer paper copies to CD as soon as possible. Destroy paper copy after the successful transfer to CD has been verified. Transfer original handwritten or signed statements to CD and retain paper copies at HCPD for 50 years, then destroy. Reports 20 years or older may be transferred to CD, retain for 80 years and destroy.
5	<u>INCIDENT REPORTS</u> - Reports concerning incidents or complaints which, on investigation, were of a noncriminal nature.	Destroy paper copy after the successful transfer to CD has been verified. Maintain CD for 80 years, then destroy.
6	<u>FIELD INTERROGATION CARDS/REPORTS</u> Reports or cards on persons or vehicles stopped and interrogated by officers in the field because of suspicious behavior.	Destroy paper copy after the successful transfer to CD has been verified. Retain on CD for 5 years, then destroy.
7	<u>ACCIDENT/COLLISION RECORDS</u> - MAARS form and reports supporting documentation concerning traffic accident investigated, including accident reports, supplemental accident reports, photographs, correspondence, and related information, that are not made part of a subsequent OFFENSE RECORDS (Item #4).	Destroy paper copy after the successful transfer to CD has been verified. Maintain on CD for 10 years, then destroy.

8	<u>MOTOR VEHICULAR CITATIONS</u> - State Citations that are issued by Police Officers for violations of the law or needed repairs.	Destroy paper copy after the successful transfer to CD has been verified. Retain on CD for 10 years, then destroy.
9	<u>CRIMINAL HISTORY DISSEMINATION RECORDS</u> - Records that document the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems.	Destroy paper copy after the successful transfer to CD has been verified. Retain CD for 25 years, then destroy.
10	<u>INQUIRY RECORDS</u> - Logs or similar hard copy records which detail inquiries entered into CICS, NCIC, or other law enforcement information networks; or requests made to other agencies involving missing persons, stolen vehicles and other property, etc.	As long as administratively valuable. Review annually for need for further retention, then destroy.
11	<u>TELETYPE FILES</u> - Teletype messages from other agencies or information networked that are not placed in case, criminal analysis, or other scheduled department files.	Destroy immediately after use.
12	<u>CRIME ANALYSIS FILES</u> - Records created to anticipate, prevent, or monitor possible criminal activity, including crime patterns, crime analysis, and modus operandi reports; information on potential problems; forecasts; movement of known offenders; alerts from other agencies, etc.	As long as administratively valuable. Review annually for need for further retention, then destroy.
13	<u>MONTHLY PRODUCTIVITY SHEETS</u> - Reports or logs summarizing monthly the duty assignments, shift worked and general activity data and strength reports.	Destroy paper copy after CD transfer has been verified. Retain CD for 5 years, then destroy.
14	<u>INTELLIGENCE RECORDS</u> - Records containing anonymous tips, unconfirmed information, possible relationships between persons and events and observations made during investigations.	As long as administratively valuable. Review annually for need for further retention, then destroy.

15	<u>INTERNAL AFFAIRS CASE FILES</u> - Records relating to internal affairs, investigations of alleged officer/civilian misconduct, including all records relating to the initiation, investigation, and disposition of each case.	Destroy paper copy of CLOSED CASES after successful transfer to CONFIDENTIAL CD has been verified. Destroy CD after 3 years. Retain SUSTAINED CASES on CD permanently, unless expunged under LEOBR. Copy to be sent periodically to MSA.
16	<u>TRAINING RECORDS (CLASS)</u> - Records and reports relating to group training classes, including group evaluation reports, drill reports, rosters, grade sheets, schedules, and course outlines. (NOTE: Do not confuse with TRAINING RECORDS (INDIVIDUAL)).	5 years, then transfer to CD, retain on CD for 50 years, then destroy.
17	<u>GENERAL AND OPERATIONAL ORDERS</u> Official orders, policy statements, and directives governing the organization and operation of the department or the procedures and standards of behavior of officers and department employees.	Destroy paper copy after the successful transfer to CD has been verified. Maintain permanently on CD. Copy to be sent periodically to MSA.
18	<u>STATISTICAL REPORT FILES</u> - Quarterly, Semi-Annual, or Monthly statistical reports and summaries of crime incidents, accidents, or other law enforcement related activities.	Destroy paper copy after the successful transfer to CD has been verified. Maintain permanently on CD. Copy to be sent periodically to MSA.
19	<u>UNIFORM CRIME REPORTS</u> - Statistical reports as required monthly by FBI, detailing various crimes.	Destroy paper copy after the successful transfer to CD has been verified. Maintain permanently on CD. Copy to be sent periodically to MSA.
20	<u>IMPOUNDED VEHICLE RECORDS</u> - Records relating to the impoundment or motor vehicles or abandonment of motor vehicles as reported by garage keepers, including impoundment reports, tow-in keepers, and copies of notifications of impoundment and abandonment sent to owners and lienholder.	Retain for 3 years, then destroy.

21	<u>PROPERTY RECORDS</u> - Reports, cards, logs, or similar records that document evidential, stolen, or recovered property held by department, including records relating to the release of returned or reclaimed property.	After final disposition, destroy paper copy after the successful transfer to CD has been verified. Maintain on CD for 50 years, then destroy.
22	<u>PROPERTY SALE RECORDS</u> - Lists, notices, letters of inquiry, property tags, receipts, and similar records concerning the sale or auction of unclaimed or impounded property.	Destroy paper copy AFTER SALE and after the successful transfer to CD has been verified. Maintain on CD for 50 years, then destroy.
23	<u>PAWN SHOP TICKETS</u> - Duplicates of pawn shop tickets prepared by pawn shop personnel	As long as administratively valuable. Review annually for need for further retention.
24	<u>WRECKER PERMITS</u> - Copies of permits, inspection reports, evaluation reports and similar records pertaining to wrecker services regulated by or contracted for or by a municipality.	As long as administratively valuable. Review annually for need for further retention.
25	<u>WRECKER SERVICE RECORDS</u> - Logbooks or similar records which document the dispatch and/or towing of vehicles by wrecker services as the result of accident or impoundment.	1 year, then destroy.
26	<u>FINGERPRINT CARDS</u> - Cards made each time a person is arrested and charged.	Retain Permanently at HCPD.
27	<u>AUTOMATED ENFORCEMENT PHOTOGRAPHS</u> - Photographs taken of vehicles taken during moving traffic violation.	180 days and 2 weeks from date taken, then as long as administratively valuable.
28	<u>AUTOMATED ENFORCEMENT DATA (WITH PHOTOS)</u> - On-line information, pay information, and other related documents.	12 months, then transfer to County Records Center for three years, then destroy.

29	<u>PERSONNEL FILES</u> - The Personnel Department maintains files on members of the Police Department in a secured area containing addresses and emergency phone numbers, transcripts, letters or recommendation, performance evaluations, training, annual and sick leave, salary information and confidential background information.	Transfer to CD and maintain for 50 years, then destroy.
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<u>Instructions</u> - Type or Print a separate form for each or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>7</u>
	1. Department/Agency. POLICE DEPARTMENT	2. Division BUDGET

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title	5. Earliest Year/Latest Year _____ to _____
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Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

STATISTICAL REPORTS

Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
		10. Annual Accumulation <u>1</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ CUBIC FEET

11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Access Restrictions <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input type="checkbox"/> No	18. Recommended Retention

Name and Title of Preparer

20 Telephone Number

21 Date

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>2</u> OF <u>7</u>
Department/Agency: <p style="text-align: center;">POLICE DEPARTMENT</p>	2. Division <p style="text-align: center;">CHIEF'S OFFICE</p>	3. Unit
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
Record Series Title 	5. Earliest Year/Latest Year _____ to _____	
Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <p style="text-align: center;">STATISTICAL REPORTS</p>		
6. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume _____ Number <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ </div>
10. Annual Accumulation <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ </div> <p style="text-align: center;"> <u>10</u> Number CUBIC FEET </p>		
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input type="checkbox"/> No	18. Recommended Retention 	
Name and Title of Preparer	20. Telephone Number	21. Date

Instructions - Type or Print a separate form for each / or revised record series, forward with Record ention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>7</u>
Department/Agency. POLICE DEPARTMENT	2. Division PERSONNEL	3. Unit
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
Record Series Title		5. Earliest Year/Latest Year _____ to _____
Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. <div style="text-align: center;">FILES ON SICK LEAVE, OVERTIME, PERSONNEL FILES</div>		
Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> Number _____
		10. Annual Accumulation <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) </div> <div style="text-align: center;"> <u>8</u> Number Cubic Feet </div>
1. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)
3. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Access Restrictions <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))		16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
7. Is an Index System Used? (If yes, explain briefly and describe any hardware/software <input type="checkbox"/> Yes <input type="checkbox"/> No		18. Recommended Retention _____
Name and Title of Preparer	20 Telephone Number	21. Date

Instructions - Type or Print a separate form for each or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>4</u> OF <u>7</u>
Department/Agency POLICE DEPARTMENT	2. Division PROPERTY ROOM	3. Unit
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
Record Series Title	5. Earliest Year/Latest Year _____ to _____	
Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <div style="text-align: center; font-weight: bold;">POLYGRAPHS</div>		
Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) _____ COMPUTER PRINTOUT	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> Number _____ 10. Annual Accumulation <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) </div> <u>4</u> Number _____ CUBIC FEET
1. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
3. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input type="checkbox"/> No	18. Recommended Retention	
Name and Title of Preparer	20. Telephone Number	21. Date

Instructions - Type or Print a separate form for each / or revised record series, forward with Record retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>5</u> OF <u>7</u>
	1. Department/Agency POLICE DEPARTMENT	2. Division RECORDS SECTION

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series Title	5. Earliest Year/Latest Year _____ to _____
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Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

CITATIONS, REPORTS

Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Number _____ 10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ <u>88</u> Number _____ Cubic Feet _____
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1. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)
3. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Access Restrictions <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input type="checkbox"/> No	18. Recommended Retention

Name and Title of Preparer	20. Telephone Number	21. Date
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Instructions - Type or Print a separate form for each or revised record series, forward with Record Retention Schedule (OGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>6</u> OF <u>7</u>
Department/Agency POLICE DEPARTMENT	2. Division RECRUITMENT	3. Unit
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
Record Series Title		5. Earliest Year/Latest Year _____ to _____
Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <div style="text-align: center;"> INFORMATION ABOUT PSSTS, CADETS, RECRUITING OFFICERS. </div>		
Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> Number _____ 10. Annual Accumulation <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) </div> Number <u>8</u> Cubic Feet
1. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)
3. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Access Restrictions <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))		16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input type="checkbox"/> No		18. Recommended Retention
Name and Title of Preparer	20. Telephone Number	21. Date

<p>Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</p>	<p>AGENCY RECORDS INVENTORY</p> <hr/> <p>PAGE <u>7</u> OF <u>7</u></p>
<p>1. Department/Agency</p> <p style="text-align: center;">POLICE DEPARTMENT</p>	<p>2. Division</p> <p style="text-align: center;">RESEARCH & PLANNING</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>Record Series Title</p>	<p>5. Earliest Year/Latest Year</p> <p style="text-align: center;">_____ to _____</p>	
<p>Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p style="text-align: center; font-weight: bold;">STATISTICAL INFORMATION, RESEARCH FILES</p>		
<p>6. Record Series Format(s)</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p style="text-align: center;">_____</p> <p>Number</p> <p style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </p> <hr/> <p>10. Annual Accumulation</p> <p style="text-align: center;">8</p> <p>Number</p> <p style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) </p> <p>CUBIC FEET</p>
<p>11. File is Used</p> <p style="text-align: center;"> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly </p>	<p>12. File Becomes Inactive After</p> <p style="text-align: center;"> _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number </p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p>	<p>14. Is Record Series Duplicated Elsewhere?</p> <p style="text-align: center;">(If yes, specify agency or office)</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>	
<p>15. Access Restrictions <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">(If Yes, cite Law(s) & Regulation(s))</p>	<p>16. Audit Requirements</p> <p style="text-align: center;"> <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent </p>	
<p>17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>	<p>18. Recommended Retention</p>	
<p>Name and Title of Preparer</p>	<p>20. Telephone Number</p>	<p>21. Date</p>

Budget	<u>1 box per year</u>
Captain McMahon	<u>0</u>
Chief's Office	<u>10 boxes per year</u> (files)
Computers Operations	<u>1 box per year</u>
Community Services	<u>0</u>
Crime Analysis	<u>0</u>
Education & Training	<u>0</u>
Forensic	<u>0</u>
Internal Affairs	<u>0</u>
Personnel	<u>8 boxes per year</u> (sick leave, overtime, transfers)
Polygraphs	<u>4 boxes per year</u> (computer output information)
Property Room	<u>0</u>
Records	<u>3 boxes per year</u> (citations)
Recruitment	<u>8 boxes per year</u> (cadets, laterals, pssts, recruit information)
Red light	<u>0</u>
Reserarch & Planning	<u>0</u>
Youth Services	<u>0</u>